

OCTOBER 6, 2018



DRAFT



COUNCIL MINUTES

ALVECHURCH

PRESENT

Les Williams	LesW	Chair
Robin Weare	RW	BCA Acting Treasurer
Nigel Atkins	NA	BCA Training Officer
Jane Allen	JA	BCA Acting Publ. & Info. Off
Andrew Hinde	AH	BCA Conservation & Access Officer
Stuart France	SF	CCC Rep.
Jenny Potts	JP	DCA Rep.
Stephan Natynczuk	SN	ACI Rep. & QMCWG Convenor
Tony Radmall (Badger)	TR	ASCT Rep.
David Cooke	DC	Club Rep. 1 BCA Registry& ITWP Convenor
Tim Allen	TA	CNCC Rep
Wendy Williams	WW	BCA Membership Administrator
Will Burn	WB	BCA DIM/CIM Rep 2
David Botcherby	DB	CHECC Rep
David Rose	DR	BCA News Editor/CRoWWG Convenor
Chris Boardman	CB	BCA Safeguarding Officer
Rostam Namaghi	RN	BCA Youth & Development Officer
Alan Butcher	AB	CSCC Rep
David Jean	DJ	DCUC Rep
Richard Vooght	RV	WPCST Rep
Bernie Woodley	BW	Club Rep 2
Idris Williams	IW	Club Rep 3
John Hine	JH	Club Rep 4
Louise Baddeley	LB	DIM/CIM Rep 3
Mary Wilde	MW	BCA Training Administrator
Gethin Thomas	GT	Acting Deputy Chair QMC

The meeting commenced at 10.42 am. All papers referred to will be appended to these minutes. Note that due to deviation from the order of business, all items are numbered in the order in which they were discussed.

1. Chairman's Welcome

LesW welcomed everyone and announced that Nick Williams had resigned from all BCA involvement due to personal reasons. LesW thanked Nick for all his work over the years and wished him well for the future.

2. Apologies

Andy Eavis
Andrew McLeod
Steve Holding
Hellie Adams
Mark Sims
John Gunn

3. Items for Any Other Business

WB - Charterhouse

SF - Ogof Draenen

4. Minutes of the last Council Meeting.

IW – to be added to attendee list

NA – requested removal of a comment in the April meeting minutes, page 38 para 3. A post meeting note will be added to those minutes reflect this request.

TA – stated that the Finance Committee as referred to in RW’s report was not a standing committee.

TA – Page 8 para should read standing committee not standing committed.

WB – requested that the attendee list be amended to show that he and LB were present as Individual member representatives.

**Proposal: To accept previous Council Minutes with above corrections.
All agreed.**

5. Matters arising from the Minutes of the Last Council Meeting

5.1 An e-mail had been received from Chris Binding pointing out that he was not the author of the report referred to on p 10 of the April minutes.

5.2 DC said that the April draft minutes misreported the reason for late issue of a newsletter. RW/LesW said this would be dealt with outside the meeting.

5.3 Action Log

From October 2017		
No.	Details	Update Oct 2018
216	Upload LesW’s insurance article to website (LesW)	Unsure of progress
217	Gathering of information on CO2 risks – hold preliminary meeting (Les W to arrange with LW/RV/JG)	Not done
224	Create press pack with images and text for upload to website (DR)	Not done
229	Discuss E-mailing newsletter to all members (DC/DR)	On agenda
231	Prepare and description of different types of training and commercial caving for website (TA)	Closed
232	Add BCA logo & information to New To Caving website (DC/TA)	Completed
235a	Forward full ballot figures to CSCC (AE)	Completed
From April 2018		
4/7	Donate £1000 to BMC for Mend Our mountain campaign (RW)	Completed
4/7	Obtain professional advice on GDPR implantation	Budget agreed and not yet used. Closed
From June 2018		
6/7	Council members to attend October meeting prepared to discuss draft E&D document	On agenda
6/8	Vision Working group to appoint members and produce proposal for TOR.	Report received
6/8	CRoW working group to appoint members and produced proposal for TOR	In meeting document pack
6/9	Draft Safeguarding policy to be presented at October meeting (CB)	In meeting document pack

PAPERS:

6. Electronic Voting

WB – agreed to defer until next meeting.

7. Remote Meeting Attendance

Approved - for trial in January at Spanset offices with volunteers to attend at remote locations. TA to organise.

REPORTS:

8. Chairman's Report – Les Williams

Thailand rescues a massive event. Resulted in much respect being expressed.

Chair intends to reduce length of these meetings

Business should first be discussed at committee level rather than brought directly to Council. Business will be delegated to standing committees today where appropriate.

9. Secretary (Acting) – Robin Weare

9.1 Admin support

The admin support assistant has resigned. AGM minutes need review – AE and RW will do this.

All to check their own input and feedback to AE or RW.

Discussion on ensuring clarity and brevity of minutes followed.

Matt Ewles has volunteered to take the minutes at the January meeting.

RW will take on NW roles for the time being.

9.2 Liability Waivers

RW to be briefed by WB outside the meeting. Draft produced for solicitor regarding Charterhouse age limit.

9.3 Discounted membership for non cavers.

Email received from a caving club - RW will respond

9.4 Insurance Renewal

There was discussion on level of indemnity in the PL policy.

See also Insurance Offers Report

9.5 Membership Administrators Report WW

Report attached which was circulated at the meeting. No further discussion.

9.6 Equality Policy LB

Report circulated – (written by George Plant).

To be covered at next general meeting.

BCA has an existing diversity policy but not equality.

RW praised the work carried out and asked that feedback go to LB and that she reports back to the next meeting with details of any consequent changes.

10. Treasurer (Acting) - Robin Weare

10.1 There is an issue whereby the constitution states in sub section 10.3

No Council Member shall receive payment in respect of work undertaken for the Association excepting in the case where expenses incurred by individuals on behalf of the Association are reimbursed.

Sub section 10.4 allows for exceptions by agreement of Council.

Proposal by RW 'That sub section 10.3 of the constitution shall not apply to members of Council who hold CIC qualifications and undertake work for the Association in the normal course of their professional activities.'

Seconded by JP. Passed nem. con.

10.2 Proposed New Assistant Treasurer.

Howard Jones has volunteered to take over from RW. He could assist until next AGM.

Proposal "that Howard Jones be co-opted to the Council as Assistant Treasurer"

Proposed by RW - Seconded by JP. Passed nem. con.

10.3 BCA Reserve

There was a discussion regarding the size of BCA's reserves. It was noted that if requests for funding are made via the agreed procedure they were unlikely to be refused.

10.4 Draft Budget

Normally recurring items all approved, new items (see report) all approved.

10.5 Expedition Funding

Proposal by RW: Increase the funding for expeditions by £1000 to £6000.

There being no objections the increase was approved.

10.6 Library Grant.

Proposal by RW: To increase the BCA grant to the BCRA to support the library by £2000 to £12,000

There being no objection the increase was approved.

- The library is operated by BCRA rather than the BCA for historic reasons. There are also tax benefits.
- The website acknowledges that it is funded by BCA and managed by BCRA.
- Caving community needs to understand that the library is mostly BCA funded.

10.7 Additional Items.

Since the report had been issued some new items had arisen

Loaning money to University clubs for purchase of kit - RW will discuss the details with DB & RN offline. Such loans would be outside the budget as the money will be returned.

A loan scheme via Youth and Development to seed fund events will be managed in the same manner.

All agreed with the concept of both projects and that detailed arrangements would be left to Treasurer/ Y & D/CHECC to agree.

10.8 Candidate Management System.

After considering the options it was proposed to progress with Go Membership, subject to IT approval. RW was satisfied that this was financially viable and QMC was happy with the practical side. The system does not provide an online log book but it was deemed possible to provide this via a different route.

All agreed that this should be taken forward for the IT group to consider.

10.9 Ogof Draenen

SF outlined the current difficult position regarding Ogof Draenen. There is now an associated wildlife crime being investigated by the police. He suggested that for this reason the BCA should not get financially involved at this point. It was also considered risky to set a precedent by paying the land owner.

RW's proposal (see Treasurer's report) was not seconded.

10.10 Finance Committee

As it had been pointed out that by its very constitution the Finance Committee could not be a standing committee RW had investigated. Although minutes record a report from Finance Committee in January 2007 and earlier references to a committee of regional council treasurers no formal record of the committee's formation could be found.

Proposal by RW: That the finance committee be formally approved as a working group. This was passed with one abstention.

NA thanked RW for his work on this

The meeting broke for lunch at Lunch 12:35

The meeting resumed at 13:47

10.11 Insurance Managers Report

RW reported on behalf of NW.

Proposal by RW: That HJ be appointed as Insurance Manager, seconded by IW. Passed - all in favour.

All ordinary policies have been renewed.
Public liability scheme will be reviewed later in year. HJ has already been briefed.
Discussion on increases to the indemnity limit took place.
Increases should be incremental or the subscriptions may have to be raised.
Need to resist push to raise indemnity limit.

All agreed to hold the PL cover at £5million for now and review next year with special cases to be accommodated individually if necessary.

10.12 CNCC proposals for regional funding

CNCC proposals had been circulated prior to the meeting.

Proposal by LesW, seconded by RW: That the Finance Committee should review the funding rules making a progress report in January and final recommendations no later than the April meeting.

Passed with one against and one abstention.

11. Conservation and Access Standing Committee -AH

The new C&A leaflet is now available and the meeting members were encouraged to distribute them. MW will send them out with new LCMLA/CIC registrations

12. Crow Working Group DR

A series of meetings have now been arranged to progress this

13. Equipment and Techniques Standing Committee

There was a discussion on payment for the CNCC IC anchors.

**Proposal by RN, Seconded by JP that the amended E & T recommendation be approved
Passed with 3 abstentions.**

There was nothing to report on rope testing.

14. Publications and Information Standing Committee -JA

JA wishes to

- Expand the role to include marketing - there is a need to promote BCA with its members.
- Redesign the website
- Create a new logo.
- Create a New leaflet to encouraging people to cave.
- Encourage the use of New to Caving
- Create a social media campaign to get people to sign up for the newsletter.
- Print and distribute updated style Newsletter with new logo.
- Ensure the BCA has a stand at HE

There was a discussion on the value of printed material, a new logo, cost of printed newsletter, the value of Facebook and UK Caving, the links between P&I and the webmasters remit, the importance of promoting positive message via advertising - for instance in Descent.

It was agreed that JA should go ahead with producing a new logo and leaflet, that any redesign of the website be considered only after the Vision working group had reported, that the newsletter continue as an electronic production and that the other suggestions be revisited after full discussion by the P&I standing committee.

It was also agreed that all Media liaison contacts would be copied to JA. The P & I budget for 2019 was set at £3,000 for Descent adverts plus £3,000 for other items.

15. Webmasters Report - DC

AH thanks DC for the Golden Age of Caving material.

16. IT Working Group - DC

This item was brought forward as DC had to leave the meeting early.

DC complained that the group had not been consulted regarding remote access and online ballot.

He warned council members that there is a need to phase out forwarding bca addressed e-mails to personal email addresses and so individuals will need to update their email clients. They will be notified as and when.

17. Cave Registry Working Group - DC

No questions arose from the report circulated.

18. Training Standing Committee – NA

A proposal regarding the relationship between Training committee, QMC and the BCA Council had been made by AB. This will be considered in an offline meeting chaired by AB

NA asked if he was authorised to attend a meeting with Petzl regarding techniques for the use of their equipment. LesW said that he may represent Training at this meeting, accompanied by a representative of E&T committee, but was reminded that decisions regarding techniques to be approved for use with Petzl equipment are for them to make.

19. Qualification Management Working Group - SN

An issue was raised regarding centres using 'site specific' rather than the LCMLA scheme.

SN said that the QMC is discussing this.

QMC is producing more publications for use by all. LesW said that endorsement must come from the P & I officer.

A new council member is required to sit on QMC now NW has resigned. CB volunteered.

Proposal by LesW: That CB be a Council representative on QMC.

This was passed nem. con.

20. Youth and Development Standing Committee – RN

Proposal by RN, seconded by MB: That BCA membership be free for those under 18.

This was passed with one against and one abstention.

The decision was not seen as a major loss of revenue and it would encourage young people to join and get involved.

WW and RW will finalise the details offline.

Proposal by RN: To cease providing annual membership cards to save money and plastic.

There was a discussion on whether this might lead to abuse. LesW felt it needed further consideration. It was suggested that membership cards might affect insurance and it was agreed that this would not be progressed until HJ had discussed this with the insurers.

21. Vision and Constitution Working Group – HA

As HA was not present all meeting members were asked to provide HA with the detailed feedback requested in her report.

22 British Caving Library - JP

JP had nothing to add and no questions were raised.

23. Safeguarding Officer - CB

CB intends to get this report out to clubs and collate responses.

RN will discuss this with CB. LesW stated that this was a good piece of work and thanked CB.

24. FSE Rep – GC (not present)

Nothing to add to report

25. UIS Rep AE (not present)

Nothing to add to report

26 AOB

To complete the business of the Treasurer's report RW advised that the changes to the 2019 budget agreed at this meeting meant the decision as to whether to increase subscriptions by £1 or to leave them unchanged was borderline – the meeting was invited to vote on those alternatives.

The vote was 10 to 6 in favour of leaving them unchanged.

All other items raised at the start of the meeting had been covered elsewhere.

25 Date and Time and place of Next Meeting

12th January 2019 – Spanset offices and remote locations

13th April 2019 - Alvechurch

9th June 2019 – AGM

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